



TUTORIAL | Handheld (Smartphone)

Get Connected

1. To turn on your Pocket PC, simply push the button on the top-left corner on the outside of the unit.
2. Click on the Flag icon or on the word "Start" in the upper left hand corner to see the drop down menu.
3. From the drop-down menu, click on Internet Explorer.

When the flag is waving in the upper right hand corner of the screen that means the webpage is loading. **Always wait until the flag has stopped waving before proceeding.**



Type in Full Circle URL to bring up the Full Circle webpage: <http://www.fulcir.net>

Logging In

After connecting to Internet Explorer, a screen should appear requesting your user name and password (see below). If that screen does not appear, simply click on the icon that looks like a house on the bottom center of the page and wait for the page to load. You can also type



<http://data.cmap.illinois.gov/FC/Enter.aspx> onto the screen by using the keyboard. To access the keyboard click on the keyboard icon on the bottom right hand side of the screen.

Please enter your User ID and password below.

(Note: If your browser does not accept cookies, the system will not be able to save your login information. For more information, [email us.](#))

Enter your name here:

Enter your password:

Log in with your assigned username and password so the system knows you are an authorized user and then next click “Log In.”

Entering Information

Select the appropriate address when the address list appears.

Address search:

(Hint: to see a list of all addresses on this street, select the street but leave the address number blank)

(Note: only addresses in the Full Circle target areas are available)



You should see something like this:

Address: 201 W 64th St	
Age of Building:	0
Assessed Value of Building:	{unknown}
Assessed Value of Land:	{unknown}
Assessed Value of Land and Building combined:	{unknown}
Building Value As Pct.Of Total Value:	{unknown}
Historical Marker:	{unknown}
Land Use - Detailed:	{unknown}
Lot Size - square footage:	{unknown}
Availability of this Property for Sale: {unknown}	
Change to:	<input type="text"/>
Boarded U	<input type="text"/>
Change to:	<input type="text"/>

Property is Available thru Sherriff Sale or other Public process

Property is For Sale

Property is Not For Sale

Data fields at the top of the page are output-only (they cannot be changed). Data fields below can be changed to a new value.

Change data values by selecting a value from the dropdown list and then clicking the 'Save changes' button.

When you change the Land Use, you will be prompted to select a Detailed Land Use. For example, if you change the Land Use to Commercial, you will then be prompted to select from among the Commercial sub-categories (grocery store, restaurant, etc.)

After you have saved your changes, you should see a list of nearby addresses to choose from. You can select any of these addresses to pull up (and edit if you wish) information about the selected parcel.

Note: If you click the browser's **BACK** button after saving changes, you will need to click on the browser's **REFRESH** button to see the changes you made.



Troubleshooting

What if my Pocket PC has been sitting idle and I need to reconnect to the internet?

First try hitting the refresh button which is the green arrow on the upper right hand side of the screen. If that doesn't work, click on the funnel on the top right hand side of the screen (to left the speaker and time icons). Click on "Connect GPRS." This should reestablish your connection to the internet.

What do I do if the Pocket PC cannot connect to the internet?

At the top of the screen there will be an icon that looks like a funnel (to left the speaker and time icons).

1. Click on the funnel
2. Next click on Manage Existing accounts
3. Click on the circle left of where it reads "T-Mobile VPN" and then Click "Edit...."
4. On the next screen simply click "Next"
5. On the next screen repeat above and click "Next"
6. On the next screen DO NOT enter a User Name, password, or domain. Simply click "Finish".
7. From the Start menu (see above) click on Internet Explorer.

What do I do if my Pocket PC battery dies?

When the Pocket PC battery drains completely, all bookmarks and the homepage will need to be reentered into the system.

1. Repeat above steps (to reestablish the internet connection)
2. Open up Internet Explorer
3. Create a new folder in Favorites: click the star icon, then **Add** and **New Folder**
4. Set the home page to <http://data.cmap.illinois.gov/FC/Links.aspx>; click **Tools... Options...** and use **Current**
5. Enter the following items as Favorites, entering the respective text below into the textbox as the name of each bookmark. Enter each URL and wait for the respective webpage to be displayed. Then click on the Star icon, then **Add**, select the Full Circle folder and **Add** again. Make sure to ENTER TO BOOKMARK NAME in the textbox. Do not keep the default bookmark name.
 - a. Find Address – <http://data.cmap.illinois.gov/FC/Enter.aspx>
 - b. Find Address by tract – <http://data.cmap.illinois.gov/FC/Enter.aspx?tract=210100>
 - c. Data Fields – http://data.cmap.illinois.gov/FC/CheckDataFields_New.aspx?app=parcelmain
 - d. Full Circle home page – <http://data.cmap.illinois.gov/FC/Links.aspx>

Click on VIEW at the bottom of the browser and un-check **Show Images** if it is checked.

What do I do if there is no address on the screen that matches the address I am standing in front of?

For each actual physical building the Pocket PC will only recognize one address. Therefore, if you are standing in front of a single building that has several addresses (like a commercial strip), only one of the addresses will actually appear on the screen.

1. Select that given address.



2. Collect all of the appropriate information about the building. If it is a building with multiple stores, the system will allow you to click on all of the business types that apply for all of the addressed in the building.

If you are still experiencing technical difficulties, please contact Sef Okoth at 312-386-8729.